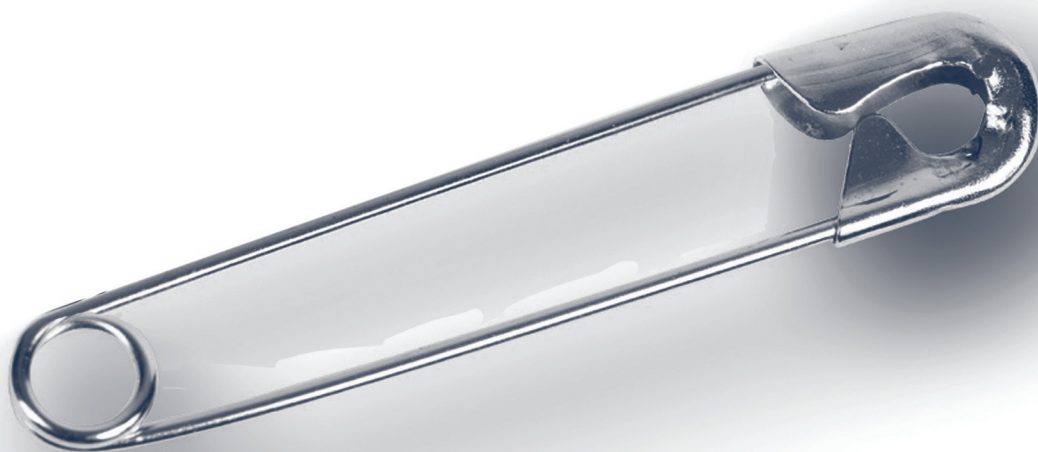


WebFiling

user guide

a secure system for the quick and easy
online submission of company information

www.companieshouse.gov.uk



getting started

The WebFiling website address is:

ewf.companieshouse.gov.uk

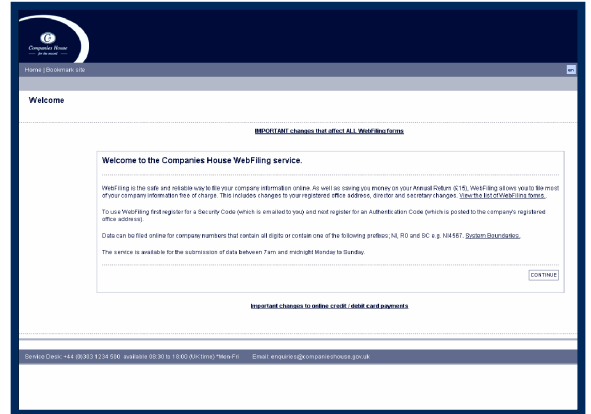
The WebFiling Welcome page provides an up to date list of the documents that can be filed using this service. Help is provided throughout, within the onscreen 'Notes' section or by clicking the 'HELP' button.

Note

The Annual Return form cannot be filed online for some company types, please check the list of system boundaries, exceptions and legal constraints on the welcome page.

The WebFiling service is available for the submission of data 24 hours 7 days a week.

To proceed to the sign in and registration screen click '**CONTINUE**'.



sign in to WebFiling

When you have received both your 'security code' and 'company authentication code' you can sign in and use the WebFiling service. Simply enter the:

- Email address (you provided during registration) **and** security code, then click '**CONTINUE**'
- If you have forgotten your security code, click '**Forgotten your security code**' and we will send you a reminder.



sign in for a company

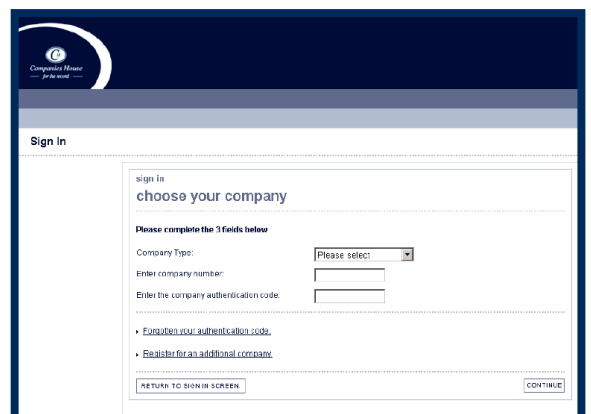
Enter the company type, number and the company authentication code linked to that company, then select '**CONTINUE**'

Note

The 'Company Type' must correspond with the registration location of the company.

From this screen you can also:

- Register to file for an additional company.
- Request a reminder of a company authentication code.



menu

The Main Menu has been designed to help you find the forms you need to file. The Company Name and Number is displayed and the main heading tabs in the middle section displays a list of all the Form types available for electronic submission.

You can select one of the four heading tabs to display the form types depending on your preference. The following options are possible:

- **Category:** Locate a form type by a specific category
- **Form Name:** Locate a form name in alphabetical order
- **Form Number:** Locate a form number in numerical order
- **Old Forms (288a etc):** Locate 1985 Companies Act forms—for 'events' that occurred before 01/10/09

The screenshot shows a web interface titled 'Menu'. At the top, there are input fields for 'Company Number' and 'Company Name'. Below this is a section titled 'File Company Information' with four tabs: 'Category', 'Form Name', 'Form Number', and 'Old forms (288a etc.)'. The 'Category' tab is selected, showing a list of form types under the heading 'Company officer details / appointment changes:'. These include forms like 'Appointment of corporate director - AP02', 'Appointment of corporate secretary - AP04', 'Appointment of director - AP01', 'Appointment of secretary - AP03', 'Change of corporate director's details - CH02', 'Change of corporate secretary's details - CH04', 'Change of director's details - CH01', 'Change of secretary's details - CH03', 'Termination of appointment of director - TM01', and 'Termination of appointment of secretary - TM02'. Below this are sections for 'Annual accounts or change of accounting reference date:', 'Annual Return:', 'Company address details:', and 'Capital and shareholder details:'. To the right of the main form list, there are three panels: 'Other Tasks' with links like 'File for a different company', 'Company registration details', 'View filing summary', and 'Order email of current company information'; 'PROOF Status' with a red 'X' icon and a message 'This company is not currently registered in the PROOF scheme. Join PROOF now'; and 'Popular Forms' with a list of frequently used forms like 'Change of Registered Office Address - AD01', 'Appointment of director - AP01', 'Appointment of corporate director - AP02', 'Annual return (€15 charge) - AR01', 'Change of director's details - CH01', 'Change of secretary's details - CH03', 'Termination of appointment of director - TM01', and 'Termination of appointment of secretary - TM02'. At the bottom right, there is a 'Notes' section with a note: '* Only available for completion in English'.

The options at the **top left** of the screen relate to you as a presenter and are linked to the email address and Security Code used at Sign In:

- 'My account Details' allows you to 'Change your Security Code' or 'email address'.
- 'View data Submitted' allows you to retrieve a PDF copy of the information that you have submitted.

On the **right** of the Menu the following options relating to the Company are available:

- Log out and 'File for a different Company'.
- You can 'Change or Cancel' a Company Authentication Code.

Or 'Register' for an additional Company via the 'Company Registration Details' option:

- View the 'Filing Summary' for the company displaying the information filed within a session.
- You can also request a PDF copy of the Annual Return information we hold on a company.

contact centre: 0303 1234 500

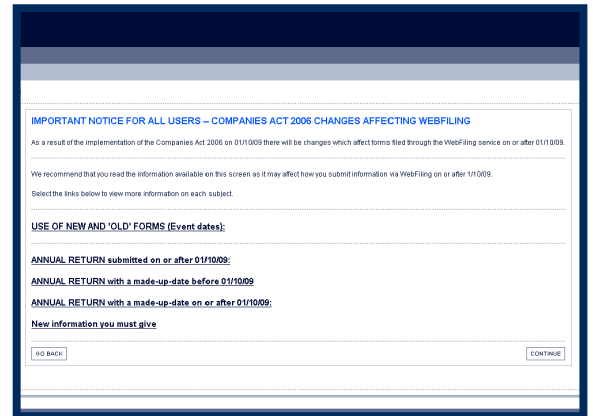
complete an annual return

From the WebFiling main menu you can select the Annual Return (£15 charge)—AR01 link or refer to the 'Old Forms 288a etc' tab and select 'Annual Return (£15 charge)—363a', if required.

The full implementation of the Companies Act 2006 on 01/10/09 introduced changes which affect forms filed through the WebFiling service on or after 01/10/09.

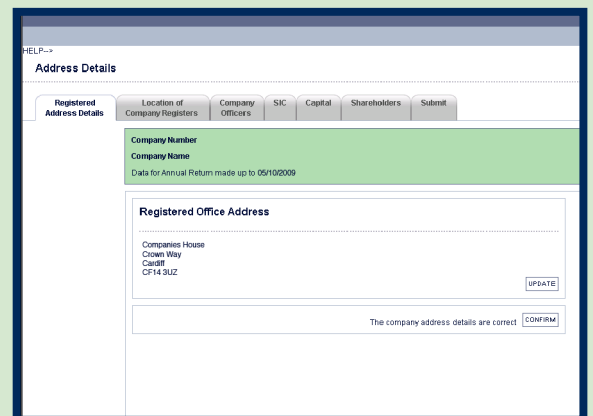
Once you have selected either Annual Return link, we recommend that you read all the information available on the 'Important Notice' page by selecting each of the links. This page gives you important information relating to the Annual Return you will be submitting to Companies House and associated Annual Return forms.

If this is your first 'webfiled' Annual Return the capital and shareholders details must be provided, to enter these details click the appropriate 'add/update' links. There is also a new requirement for 'Prescribed particulars'—this information can be provided in update screen via the UPDATE/AMEND button. Please see WebFiling 'HELP' for more information.



Completing the Annual Return

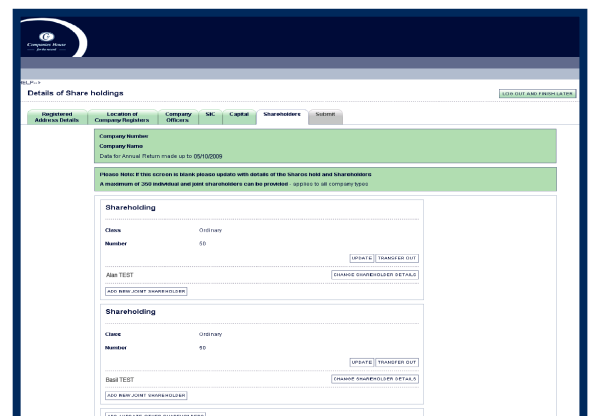
- For help completing this form click the 'HELP' button at the top of each page.
- To amend details, click the appropriate button alongside the information you wish to change.
- Enter the new details (when a change has been made the 'UNDO LAST CHANGE' button will be displayed).
- Click 'CONFIRM' to proceed to the next section.
- Changes can be made at any time prior to the final submission of the data.



correcting changes

You can amend any of the changes you have made to the Annual Return prior to submitting the data on the 'SUBMIT' page:

- Click the tab heading (at the top of the screen) for the section you wish to return to and amend the company data as required.
- To undo a change made during a session, click the 'UNDO LAST CHANGE' button alongside the data you wish to correct. Changes made during a session will be replaced with the original data.



submitting the data

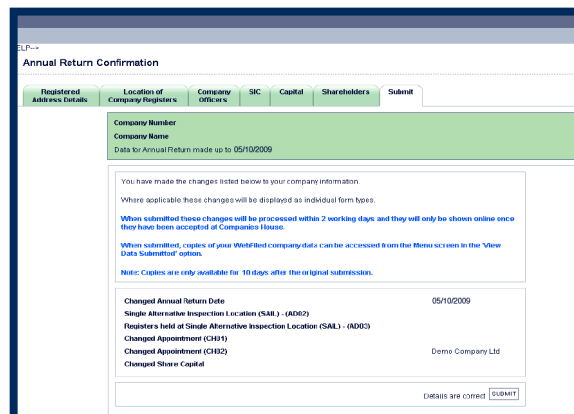
All the changes made to the Annual Return during a session will be listed on the **'SUBMIT'** page. Corrections can still be made at this stage, by clicking on the appropriate section tab heading.

'SUBMIT' will automatically send the Annual Return data to Companies House and display the **'Contact Details'** screen.

When submitted, copies of the Annual Return (and other WebFiled company data) can be viewed and downloaded; simply select **'View Data Submitted'** from the **'Menu'** screen.

'View Data Submitted' is the presenter's personal download area.

Note: All web filed documents are available to view/download for 10 days after original submission.



contact details

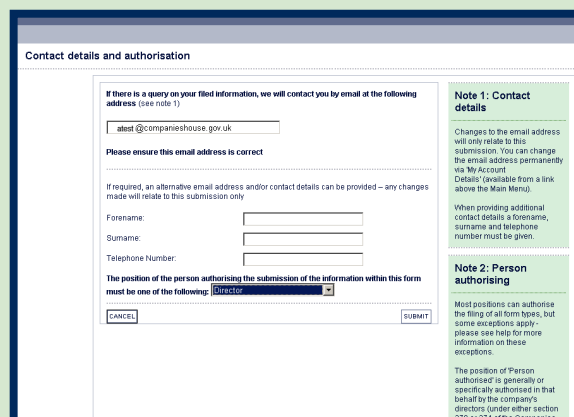
The email address on this page is used to:

- Confirm that Companies House has received your information.
- Send a statement copy of the submitted Annual Return data
- Confirm if the data has been accepted or rejected (including the reasons why).

An alternative email address can be entered for data filed during a session (email confirmation will be sent to this address for this filing only).

The alternative contact name and telephone number details are optional, and would only be used if there were a query with the information filed. On this screen also indicate the position of the person who is authorising the submission. Most positions can authorise the filing of all form types, but some exceptions apply - please see help for more information on these exceptions.

The position of 'Person authorised' is generally or specifically authorised in that behalf by the company's directors (under either section 270 or 274 of the Companies Act 2006).



HELP
Help is available throughout
WebFiling and a link to
'WebFiling FAQs' is available
on our website

contact centre: 0303 1234 500

payment to file an annual return

The **£15 fee** to file the Annual Return can be made online using a credit/debit card, or by account (Companies House online filing credit account). The online account must be set up in advance, and is available for customers filing 10 or more Annual Returns per annum. The application form is available to complete online or download from our website.

- **Payment by card:** select the credit/debit card option and click '**SUBMIT**' to enter your card details. (If making payment by card, please make a note of the details displayed on the 'WebFiling Credit Card Payment' page.)
- **Payment by account:** enter 'Presenter ID' and 'Presenter Authentication Code' (both sent by post once the account application has been processed).
- The '**Submission number**' is unique and linked directly to your data. Make a note of this number, as it will enable us to track the data you have submitted, should a problem occur.
- If you have paid the £15 Annual Return filing fee by payment card, our payment provider NetBanx will send an automated email to confirm the amount and receipt of payment.

The screenshot shows a 'Payment' form with the following details:

- Company Number:** [Blank]
- Company Name:** [Blank]
- Date for Annual Return made up to:** 05/10/2009
- The fee for the submission of your Annual Return details is:** £15 (Your account will only be debited when you receive email confirmation that your form has been accepted)
- When the fee has been accepted your Annual Return will be automatically processed at Companies House**
- Submission number:** 00 000090. Please make a note of this number. If you have not received an email confirming receipt within 3 hours please contact the helpdesk.
- Payment Method:** Radio buttons for 'credit/debit card' and 'by account'.
- Presenter ID:** [Input field]
- Presenter Authentication code:** [Input field]
- Buttons:** SUBMIT, CANCEL, HELP

file company details

All forms are free to file via the WebFiling service (apart from the Annual Return, which is £15 to file online and £30 to file on paper).

To amend company details click the relevant document description and enter the appropriate details.

Make a note of the submission number, as this reference will enable us to track the data you have submitted, should a problem occur.

The screenshot shows the 'File Company Information' form for 'TEST COMPANY LIMITED' (Company Number: 0234567). It lists various categories of changes that can be filed:

- Company officer details / appointment changes:** Appointment of a director or secretary - 289a, Change of particulars for director or secretary - 289c, Terminating appointment as director or secretary - 289b.
- Annual accounts or change of accounting reference date:** Must Exempt Abnormalised Accounts - ABB9V, Company Accounts - 350A, Change of accounting reference date - 225.
- Annual return (RTS) changes:** Annual Return - 352a.
- Company address details:** Change in situation or address of registered office - 287, Location of registered office - 190, Location of principal place of business in a non-legible format - 190a, Location of registered members - 353, Location of registered members in a non-legible form - 353a.
- Capital and shareholder details:** Increase in nominal capital (with consideration) - 123, Return of allotments of shares (including non-cash) - 800D.

Other sections include 'Other Tasks' (File for a different company, Company registration details, Viewing summary, Under email of suspect company information), 'Popular Forms' (Appointment of a director or secretary - 289a, Terminating appointment as director or secretary - 289b, Change of particulars for director or secretary - 289c, Annual Return - 352a, Must Exempt Abnormalised Accounts - ABB9V), and 'Notes' (What is a CTR form?, Only eligible Welsh companies should submit CTR forms, * Only available for completion in English).

confirmation

After submitting data you should receive two emails, one to confirm receipt of the data and a second to confirm if the data has been accepted or rejected.

- The **confirmation of receipt email** should be received within 3 hours of the data being submitted. (If you do not receive confirmation you can call our Contact Centre for advice, quoting your envelope reference number).
- The **acceptance/rejection email** is normally sent within 3 working days once the document has been processed (however, most documents are processed within 24 hours). If your data is rejected the reasons will be included in the email.

The screenshot shows an email from Karen Morris with the following content:

From: A Test
To: demouser@demouser.com
Subject: Copy of WebFiling submission 001-004350 For your records

Please find attached a copy of the details submitted to Companies House on 05/10/2009

Company Number:
Company Name :

You will receive an email within the next 5 days to confirm whether the document has been accepted or rejected.

The Filing Reference Number is 001-004350
Please quote this reference in any communication with Companies House.

Thank you for visiting the Companies House Website.

Contact Centre tel: 0303 1234 600 or e-mail: enquiries@companieshouse.gov.uk

my account details

From this page you are able to change one or all of the following:

- Your security code—to a different 8 character alphanumeric (letters and/or numbers) code of your choice.
- Your WebFiling email address.
- Latest news and updates subscription selection.

To make changes on this page, you must enter your current security code.

Companies House WebFiling system - My Account Details - Microsoft Internet Explorer

My Account Details HELP

amend
my account details

Please enter your existing Security Code (This must be entered to submit changes on this page):

Existing Security Code:

You may change your security code (which must be used for subsequent logins) and/or your email address.
[Privacy statement](#)

To change your email address please enter your new email address below

New email address:

Confirm email address:

and/or to change your existing Security code, please enter your new Security code details below:

New security code:

Confirm security code:

By clicking this box you have agreed to Companies House emailing you from time to time with news and information. To unsubscribe please check the box. We will not share your information with any other third parties. [Click here for further information.](#)

Service Desk: +44 (0)645 757 8991 available 08:30 to 19:00 (UK time) Monday - Friday. Email: enquiries@companies-house.gov.uk

company registration details

This page enables you to:

- Register an additional company - request an authentication code to file for another company, the new code will be posted to the company's registered office address.
- Change the allocated company authentication code—by entering a new 6 alphanumeric code (letters and/or numbers) of your choice.
- Cancel a company authentication code - if cancelled, documents for that company cannot be filed online, a new company authentication code would have to be requested.

Amend Company Registration Details HELP

amend
company registration details

Please select one of the following options:

[Register an Additional Company](#)

[Change the Company Authentication Code](#)

[Cancel a Company Authentication Code](#)

view data submitted

The 'Data Submitted' screen lists the documents submitted by a presenter via WebFiling during the last 10 days. This screen displays the submission date, company number, document type and submission number (envelope number).

Note: The documents in the download areas are linked to the presenter's email address and security code, not the company number.

- When a presenter has signed in, the documents available are those submitted by the individual presenter.
- The documents are in PDF format, and can be easily downloaded by clicking the relevant PDF link and following the on screen instructions.
- These documents are only available for 10 days after the original submission.
- Documents submitted during a session can be accessed, by selecting '**REFRESH**' to update the screen.

Companies House
Get the most from the service

Data Submitted HELP

Data submitted REFRESH

Below are details of WebFiled company data for atest@companieshouse.gov.uk. The items below are for the last 10 days ONLY. New documents will not show automatically, click the button to refresh your screen.

Mon Oct 16 15:00:44 2005 - 3 Files

Submission Date	Company No	Type	Download	Submission Number
05-OCT-09	01234567	AD01	PDF	001-001234
05-OCT-09	01234567	AR01	PDF	001-001235
05-OCT-09	01234567	AP01	PDF	001-001236

(These documents will still be available from the download area if a presenter changes their email address or security code.)

contact centre: 0303 1234 500

how to contact us

contact centre: **0303 1234 500**

(For training and quality purposes your call may be monitored)

mini-com: **029 2038 1245**

email: enquiries@companieshouse.gov.uk

Cardiff: Companies House
Crown Way, Cardiff CF14 3UZ

Edinburgh: Companies House
4th Floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, EH3 9FF

London: Companies House
21 Bloomsbury Street, London, WC1B 3XD

Belfast: Companies House,
Second Floor, The Linenhall,
32-38 Linenhall Street, Belfast, BT2 8BG.

For the most up to date version of this booklet please visit our website at:

www.companieshouse.gov.uk

Disclaimer - Company information supplied by Companies House

Companies House is a registry of company information. We carry out basic checks to make sure that documents have been fully completed and signed, but we do not have the statutory power or capability to verify the accuracy of the information that companies send to us. We accept all information that companies deliver to us in good faith and place it on the public record. The fact that information has been placed on the public record should not be taken to indicate that Companies House has verified or validated it in any way.



Awarded for excellence

Version 1.2 WFUG (05/10)

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